

June 21, 1957

PLAN FOR INTEGRATION OF THE OCB STAFF WITHIN THE NSC STAFF UNDER E.O. 10700

1. Upon the effective date of Executive Order 10700 the principles and arrangements set forth below shall be followed for the purpose of effecting the integration of the OCB staff within the NSC staff in accordance with Section 101 (c) of the National Security Act, which provides that

"The Council shall have a staff to be headed by a civilian executive secretary who shall be appointed by the President, and who shall receive compensation at the rate of \$20,000 a year. The executive secretary, subject to the direction of the Council, is hereby authorized, subject to the civil-service laws and the Classification Act of 1923, as amended, to appoint and fix the compensation of such personnel as may be necessary to perform such duties as may be prescribed by the Council in connection with the performance of its functions."

and in accordance with Section 3 (a) of Executive Order 10700, which provides that

"Subject to the provisions of section 101 (c) of the National Security Act of 1947, as amended (50 U.S.C. 402(c)):

(a) (1) The Board shall have, within the staff of the National Security Council, such staff as may be necessary to assist the Board in the performance of its functions, (2) the said staff of the Board shall be headed by an Executive Officer of the Board, and (3) employees of agencies may, consonant with law, be detailed to the aforesaid staff of the Board.

(b) Members of the staff of the Operations Coordinating Board provided for in Executive Order No. 10483, as amended, who are immediately prior to the taking effect of this order receiving compensation directly out of funds available to the said Board shall be transferred to the staff of the Board referred to in paragraph (a) of this section as of the effective date of this order. The said transfers shall be accomplished in consonance with applicable law, including the last proviso of section 12 of the Veterans Preference Act of 1944, as amended (5 U.S.C. 861).

(c) Appropriate arrangements may be made for the detail to the staff of the Board referred to in paragraph (a) of this section of employees of agencies who are immediately prior to the taking effect of the provisions of this order detailed to the staff of the Operations Coordinating Board provided for in Executive Order No. 10483, as amended."

2. Principles:

a. The OCB staff will continue, under the supervision of the Executive Officer of the Board, to assist the Board in the performance of its functions.

b. Certain administrative services for the entire NSC staff, as set forth below, shall be centralized to improve over-all efficiency and to achieve such economies as may be possible,

Providing Staff Services

3. Planning Board Meetings:

a. The OCB Executive Officer or the Deputy Executive Officer shall attend meetings of the Planning Board from time to time as alternates for the Special Assistant to the President for Security Operations Coordination or as advisers on special matters. Appropriate OCB staff members may attend meetings of the Planning Board as observers for agenda items within their particular areas of assignment.

b. Briefing memoranda setting forth operational implications of items on the Planning Board agenda shall be supplied when needed by the OCB staff to the Special Assistant for Security Operations Coordination,

c. Up-dating memoranda in connection with OCB Progress Reports scheduled for Planning Board and Council consideration shall be supplied by the OCB Executive Officer to the Executive Secretary, NSC, with copies to the Special Assistant for National Security Affairs and the Special Assistant for Security Operations Coordination for use in briefing the President and the Council.

4. Planning Board Assistants:

Appropriate OCB staff members shall attend meetings of the Planning Board Assistants as advisers for agenda items within their particular areas of assignment.

5. OCB Meetings:

The OCB Executive Officer shall be responsible for briefing the Special Assistants for National Security Affairs and for Security Operations Coordination prior to the OCB meetings, including the preparation of any briefing memoranda. The Special Assistants for National Security Affairs and for Security Operations Coordination shall also receive briefing memoranda from appropriate members of the Policy Coordinating Staff who have assignments relating to the subjects on the OCB agenda covering any NSC or Planning Board considerations involved in the particular item before the OCB. Consideration will be given at a later date to the preparation jointly by the members of the OCB staff and the Policy Coordinating Staff of coordinated briefing memoranda for the use of both Special Assistants and the OCB Executive Officer.

6. OCB Assistants:

The Special Assistant for National Security Affairs shall not have a regular continuing representative attending the OCB Assistants' meetings. Appropriate members of the Policy Coordinating Staff shall attend as advisers for items within their general area of interest to advise the Board Assistants

as to aspects of matters under consideration in the Council or the Planning Board.

7. Exchange of Documents and Assignments:

Members of the Policy Coordinating Staff and the OCB Staff shall be responsible for regularly exchanging information on policies and documents being coordinated through the NSC structure for which they have assigned responsibilities. It is expected that the staff members responsible for policy coordination and operations coordination (respectively with regard to a particular policy) shall develop close contact in order to become familiar with the complete picture. OCB draft documents scheduled for OCB Assistants' or Board consideration shall be made available to the Policy Coordination Staff which shall communicate suggestions to the appropriate OCB staff member. Similarly, the OCB staff shall transmit comments or suggestions on draft papers to be considered by the Council or Planning Board or Planning Board Assistants to the appropriate Policy Coordinating Staff member.

Providing Administrative Services

Delegation of Functions:

8. The following administrative functions, related to 2-a above, shall be delegated by the Executive Secretary, NSC, to the Executive Officer, OCB:

a. Recommending to the Executive Secretary, NSC, the classification of OCB staff positions.

b. Selection of OCB staff personnel, OCB consultants, and personnel detailed to full time duties with the OCB staff, subject to specific approval in each case by the Executive Secretary, NSC.

c. Insuring necessary certification as to the security clearance of each individual designated to represent OCB member agencies on OCB working groups and committees.

d. Rating of OCB staff performance and taking disciplinary action as needed.

e. Authorizing overtime work on the part of OCB staff personnel, official travel and local transportation, and attendance at conferences on the part of OCB staff personnel.

f. Supervision for the OCB of the following secretariat functions of the OCB staff:

(1) preparing for reproduction all OCB documents to be distributed to the Board or its subcommittees;

(2) determining the distribution of OCB documents;

(3) determining priorities for the reproduction and delivery of OCB documents.

Common Administrative Services:

9. Pursuant to 2-b above, certain administrative services of common concern to the entire NSC staff, including the OCB staff, shall be centralized under an administrative office, responsible to the Executive Secretary, NSC. The centralized consolidation of such administrative services is designed to:

- a. Permit maximum utilization of available personnel and facilities, and avoid unnecessary duplication in providing such administrative services for the entire NSC staff.
- b. Provide uniform security safeguards for NSC's restricted area and the classified security data contained therein.
- c. Establish one point of responsibility for supervising the preparation of NSC's budget estimates and control of the expenditure of funds appropriated for the NSC; etc.

10. Under the direction of the Executive Secretary, NSC, the Administrative Office, headed by an Administrative Officer, shall be responsible for the following:

- a. Performing certain internal administrative services necessary for the support of the entire NSC staff as follows:

(1) Personnel:

- (a) Assisting in the drafting of job descriptions.
- (b) Advising the Executive Secretary of current laws, rules and regulations pertaining to personnel on the NSC payroll, and recommending appropriate action in accordance therewith.
- (c) Assisting in the processing and handling of personnel requisitions, including review of qualifications in conformity with Civil Service practices.
- (d) Arranging with the CIA for the administration of oaths and related processing of new NSC employees and consultants.
- (e) Arranging for the submission of performance ratings when required.
- (f) Providing employee counseling as needed.
- (g) Arranging annual leave schedules.
- (h) Arranging medical examinations.
- (i) Arranging for the maintenance by CIA of official personnel files and records (exclusive of personnel security files), on all NSC employees.

(j) Arranging for the submission to CSC and other appropriate agencies of necessary forms relating to NSC personnel actions.

(k) Working out temporary assignments to meet stenographic peak work loads.

(l) Handling group hospitalization and credit union arrangements.

(m) Handling NSC staff participation in Government-unit fund-raising activities.

(2) Budget:

(a) Maintaining liaison with the CIA in its preparation of NSC's budget documents and reports.

(b) Reviewing the monthly reports prepared by the CIA on the status of NSC's appropriation and making such recommendations to the Executive Secretary as may be appropriate.

(c) Making monthly reports to the Executive Secretary, NSC, on the status of NSC budgetary control memorandum accounts maintained in the administrative office.

(3) Fiscal:

(a) Maintaining liaison with the CIA on the official obligation and expenditure records of the NSC which will be prepared by the CIA.

(b) Maintaining liaison with the CIA on its administrative audit of NSC expenditures, certification thereof for payment, and disbursement.

(c) Furnishing NSC staff Time and Attendance Reports to the payroll branch of the CIA.

(d) Maintaining the bi-weekly report prepared by the CIA on the leave record (annual and sick) of each NSC employee.

(e) Maintaining internal control records as to pay in excess of normal work week.

(4) Supply and General Services:

(a) Preparing requisitions for procurement by the CIA of equipment, supplies, printing, reproduction and related services (exclusive of those listed in (b) below) required by the NSC staff.

(b) Requisitioning directly from GSA services related to telephone installation, remodeling, redecorating, and alterations.

(c) Maintaining accountability of supplies and equipment.

(d) Handling requests for equipment repairs and movement of furniture or other equipment.

(e) Arranging necessary services by building superintendent and GSA.

(f) Assisting in discharging responsibilities with respect to physical security policies and procedures approved by the Executive Secretary, NSC.

(g) Destroying classified waste.

(h) Handling physical arrangements for meetings and conferences within the NSC area.

(5) Records, Reproduction, Courier and Related Services:

Consolidating within one unit, NSC-OCB staff personnel, functions and equipment concerned with the maintenance of centralized records, reproduction, packaging, courier and related services, as follows:

(a) Maintaining within this unit the OCB files separate from the remainder of the NSC files, cross-referencing such files as appropriate.

(b) Periodic pick-up by this unit of mail addressed to the NSC and its subsidiary bodies (including the OCB) and to the NSC staff.

(c) Recording by this unit, under one centralized system, of incoming and outgoing official documents received or transmitted by the NSC-OCB staff.

(d) Initial routing by this unit of incoming documents.

(e) Preparing and maintaining receipts and related accountability records on classified documents.

(f) Stencilling and proof-reading of documents to the extent same is done centrally.

(g) Mimeographing, addressographing, assembling, packaging, dispatching and courier delivery (under appropriate security safeguards) of documents to outside agencies.

(h) Pick-up and delivery of documents in offices within the NSC area.

b. Maintaining liaison with the CIA in connection with those essential administrative services which will continue to be performed by the CIA for the entire NSC staff, as provided in NSC's "Estimate of Requirements for

"FY 1958" and for which reimbursement funds have been approved by the Congress. (See attached list of administrative services performed by the CIA.)

Personnel and Physical Security:

11. In view of the highly classified nature of NSC's activities and the necessity of safeguarding classified information received from its affiliated agencies, personnel and physical security policies and procedures applicable to the entire NSC staff, shall be determined by the Executive Secretary, NSC. The NSC Representative on Internal Security, in addition to the duties performed by him pursuant to Presidential directive, shall assist the Executive Secretary, NSC, as follows:

a. Review and make appropriate recommendations to the Executive Secretary, NSC, concerning full-scale security-loyalty investigations which shall be made of all individuals in the following categories prior to their identification with the NSC staff, including the OCB staff:

(1) Personnel being considered for full-time employment on the rolls of the NSC.

(2) Consultants.

(3) Personnel being considered for full-time detail to the Policy Coordinating Staff or the OCB staff.

b. Provide the Executive Secretary with advice and recommendations with respect to personnel and physical security policies and procedures.

ADMINISTRATIVE SERVICES TO BE PERFORMED BY CIA FOR THE NSC STAFF

PERSONNEL:

1. Administers oath and provides related processing services to new permanent NSC employees and consultants.
2. Maintains master employment record cards.
3. Processes and handles personnel requisitions, including review of qualifications in conformance to Civil Service practices.
4. Prepares SF-50, Official Notice of Personnel Action, and distributes copies to the NSC, Civil Service Commission, payroll and personnel files.
5. Prepares official notification of Periodic Step Increases and distributes notices to payroll and personnel files.
6. Maintains and acts as custodian for permanent personnel files of NSC employees.
7. Maintains master retention register for Reduction-in-Force procedures; when RIF is necessary, prepares letter of notification.
8. Assists in placement of personnel, when requested.
9. Advises on interpretation of rules, regulations, Comptroller General Decisions, etc., relating to personnel matters.
10. Maintains control records on due dates of performance ratings.
11. Advises, and assists when requested, in the preparation of position descriptions.
12. Advises on position descriptions and maintains required classification records.
13. Serves as point of contact with Civil Service Commission on matters involving NSC excepted appointment authority, job audits, annual and special CSC reports, etc.

BUDGET:

1. Prepares budget documents based on prior years' obligation and expenditure experience together with additional information furnished by NSC relative to expansion or reduction of operational activities.
2. Performs certain liaison functions with Bureau of the Budget, and other Government agencies, and the Appropriation Committees of Congress relative to budgetary and financial matters.
3. Assists in presenting the budget estimates to the Bureau of the Budget and the Appropriation Committees of the Congress.

4. Arranges for the apportionment of funds by the Bureau of the Budget.
5. Effects allotment of funds.
6. Submits monthly reports on the status of allotted funds together with such recommendations as may be appropriate.

FISCAL:

1. Payroll and Leave Processes:

- a. Maintenance of leave records will be integrated with those now maintained for NSC on a centralized basis.
- b. The Administrative Office will be furnished a bi-weekly report of the leave record of each employee.
- c. Present methods of furnishing NSC Time and Attendance Reports to Payroll Branch will be applied.
- d. Pay days will occur on the second Friday following the close of each bi-weekly pay period.
- e. Payment for additional earnings and regular earnings for each pay period is accomplished by the issuance of one check.

2. Accounting and Other Services:

- a. The over-all General Ledger Fund Accounting will become integrated with the present NSC accounting.
- b. Allotment ledger obligation and expenditure records will be maintained.
- c. Obligation and administratively approved expenditure documents will be provided by the Administrative Office.
- d. Administrative audit of expenditure documents, certification thereof for payment, and disbursing arrangement services will be furnished.
- e. Site audit facility for the post audit function of GAO is available.
- f. Financial reporting afforded NSC will thereafter include the OCB factor operations.

SUPPLY:

1. Processes requisitions (Form 88) for equipment, supplies, printing and reproduction and other services.

2. Processes requests (verbal or written) for other services including emergency typewriter repairs and movement of furniture and/or equipment.
3. Provides routine typewriter maintenance.
4. Provides vehicle maintenance including service for gas and oil, and inspection every 1500 miles or 60 days.
5. Prepares purchase orders or other necessary documents for equipment or supplies and assumes responsibility for liaison with and procurement of services or materials from General Services Administration.
6. From requisitions (Form 88) and other forms or documents indicating cost of services, maintains necessary records and prepares billings for equipment, supplies, printing and reproduction and other services.

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